

## GENERAL INFORMATION

### **Applications for Employment.**

Applications must be legible and complete (including licenses, certificates, transcripts, and the Supplemental Application Form, if required). All information is subject to investigation and verification.

**Application Filing Deadline.** Applications must be *received* in the Department of Human Resources *by 5:30 p.m. on the filing deadline* shown on the Job Announcement. Postmarks are not accepted. If no filing deadline is shown, applications will be accepted on a continuous basis and subject to closure without advance notice. Applications should be filed promptly.

**Accommodations.** Persons with disabilities can make arrangements for accommodations during the evaluation and selection process by contacting the Department of Human Resources. Applicants who cannot participate in tests administered on Saturdays, due to religious reasons, may submit a written request for alternative arrangements. The request must be signed by the applicant's religious leader and be received in the Department of Human Resources in advance of the scheduled Saturday test.

**Age.** The minimum age is 18 years old unless otherwise stated on the Job Announcement

**Benefits.** Vacation, sick leave and holidays; health, dental, vision and life insurance; retirement system integrated with Social Security; Suggestion Award Program; membership in the San Diego County Credit Union; in-service training and tuition reimbursement for pre-approved course work. All newly hired employees, unless represented by the DA, PD, and PM units, are required to utilize electronic direct deposit of their paychecks to the bank or financial institution of their choice.

**Certification.** As vacancies occur, positions in County departments are filled from the appropriate employment list. Top scoring candidates' names are forwarded to the hiring department for consideration and the candidates will receive certification notices. Those not selected for employment will remain on the employment list for future hiring considerations.

**Change of Address.** Candidates are responsible for submitting changes in addresses or phone numbers to the Department of Human Resources at (619) 236-2191.

**Child Care Center.** Care for children between the ages of 2 and 5 is available. For information: (858) 292-7586.

**Citizenship Requirements and Immigration Status.** Pursuant to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire will be required to complete an Employment Verification Certification (Form I-9). Individuals employed in executive-level positions or in positions subject to Peace Officer Standards and Training must be citizens or permanent residents of the U.S.

**Convictions.** Felony and misdemeanor convictions **MAY BE** disqualifying.

**Drug and Alcohol Policy.** The use of illicit drugs and alcohol is not permitted in the workplace. This County policy is vigorously enforced. Employees who violate this policy are subject to disciplinary procedures which include termination.

**Educational Requirements.** For U.S. college or university degrees to be considered, the institution or program must be accredited by an agency recognized by the U.S. Department of Education. For degrees received outside of the U.S. to be considered, applicants must submit an educational evaluation report from a member of the National Association of Credential Evaluation Services.

**Equal Employment Opportunity Policy.** The County of San Diego is an equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

**Pre-Employment Requirements.** Appointment to County service is contingent upon successful completion of pre-employment medical examinations which include drug and alcohol screening. Some positions also require successful completion of a background investigation, a polygraph examination and a psychological evaluation. All candidates must demonstrate the ability to perform the essential functions of the position.

**Premiums.** Some positions in specified classes pay additional premiums for certain requirements of the position (e.g., night shift, work location), or employee (e.g. bilingual skills, licenses).

**Probationary Period.** Individuals accepting permanent appointments must successfully serve a 6-month, 12-month, or 18-month probationary period, depending on job classifications.

**Promotional Recruitment.** Limited to employees in the County Service who received their appointment from an employment list, individuals on County reinstatement lists, employees on authorized leave of absence, or individuals on re-employment lists as a result of County lay-off. Applicants who terminate County employment will no longer be eligible pursuant to Civil Service rule 2.1.6(k).

**Recruitment Appeals.** Objections to the recruitment or its parts shall be petitioned in writing to the Director, Department of Human Resources and include specific facts to support the objection and a proposed remedy. The following time limits shall apply: a) Objections to the administration or a part of an examination shall be petitioned to the Director at the time of administration or no later than 5 work days of the occurrence of the examination part; b) Objections to the results of an examination shall be petitioned to the Director no later than 10 calendar days from the date results are postmarked.

**Written multiple choice answer sheet scoring may be checked within 10 calendar days from the postmark on the test results notice.**

**Series Recruitment.** Applications are accepted on an on-going basis, as employment needs require. Applicants cannot apply more than once under the same recruitment number.

**Social Security Card.** Must be presented at the time of employment.

**Veterans Preference Points.** Eligible individuals are those who: have *not* been employed since leaving the military, served within the last 8 years during a time of war or national emergency, and are not retired veterans. Eligible individuals also include: Veterans with a service-connected disability received during a war or campaign; spouses of war veterans who died or were totally disabled. Copies of DD214, Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at the time of application.

**The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. Acceptance of an application does not necessarily mean qualification for the final employment list.**

# **DEPUTY SHERIFF (LATERAL ENTRY)**

## **APPLICANTS MUST MEET AT LEAST ONE OF THE FOLLOWING MINIMUM EMPLOYMENT REQUIREMENTS**

1. Have successfully completed a California P.O.S.T. Basic Law Enforcement Academy within the past three (3) years and possess a Certificate of Completion;  
**OR**
2. Have successfully completed, at any time, a California P.O.S.T. Basic Law Enforcement Academy, and has less than a three (3) year break in service in one of the following Penal Code categories:  
  
830.1                - Sheriff's, Marshals, City Police, San Diego Unified Port District Harbor Police, Etc.  
832.2(a)           - California Highway Patrol  
830.2(d)           - Member of University of California Police Department  
830.2(e)           - Member of California State University and College Police Department  
830.3l(g)          - Member of San Francisco BART Police  
830.3l(h)          - Harbor or Port Police:  
**OR**
3. Successfully completed a California P.O.S.T. Re-Certification Course, and possess a valid California P.O.S.T. Certificate;  
**OR**
4. Successfully completed a California Basic P.O.S.T. Waiver Exam, with documentation from P.O.S.T.;  
**OR**
5. Successfully completed the four-part reserve format training modules A, B, C, & D, for the regular Basic Course;  
**OR**
6. Is within six months of graduation from a California P.O.S.T. Basic Law Enforcement Academy. At the time of the exam, the applicant must present a letter from the Academy, on letter head, confirming enrollment, graduation date and the applicant's good standing in the class.

### **TESTING:**

1. QUALIFICATION SHOOT – See attached information sheet.  
-and-  
PHYSICAL CAPABILITIES TEST - will consist of five separate, timed events: 99 yard obstacle course; six foot solid wall climb; six foot chain link fence climb; 165 pound dummy drag for 32 feet and 500 yard run. Higher points are received for lower times. Passing score is 384 points.
2. COMPREHENSIVE BACKGROUND INVESTIGATION - can take a minimum of four to six months to complete.
3. COMPUTER VOICE STRESS ANALYSIS EXAM AND EMPLOYMENT INTERVIEW
4. PSYCHOLOGICAL EVALUATION - conducted by a County appointed Psychologist.
5. MEDICAL EXAM - Conducted by a County Physician.

### **ASSIGNMENTS:**

You will be assigned to one of three bureaus: Detentions, Court Services or Law Enforcement Services.

## LATERAL FIREARMS TESTING

You may bring your own 'duty' handgun for this part of the testing process. All listed requirements must be met for you to test with your personal handgun. If you do not meet all of these requirements, you will test with a Sheriff's department provided *Glock Model 22 .40 S&W caliber semi-automatic pistol*.

If you do not own a 'duty' handgun, you will test with a department provided *Glock Model 22 .40 S&W caliber semi-automatic pistol*. The Sheriff's department will provide appropriate uniform duty leather gear.

### **Requirements for testing with personally owned 'duty' handguns:**

1. The duty handgun will be in 9MM, 40 S&W, 45, 38 special or 357 calibers. Barrel length is to be four inches. You must have at least three magazines (or two speed re-loaders) for the handgun.
2. The duty handgun will be in good working condition with all factory safeties functional. Handguns determined to be in poor condition or unsafe will not be allowed for the test. ***YOU WILL NOT BE ALLOWED TO SHARE YOUR HANDGUN WITH OTHER APPLICANTS***. If you do not have your own handgun or your handgun is disallowed you will ***TEST WITH THE DEPARTMENT GLOCK MODEL 22 .40 S&W CALIBER SEMI-AUTOMATIC PISTOL***.
3. You supply your own 'uniform' duty leather gear for this test. This includes duty belt, holster, and magazine pouch (or speed re-loader pouch) as well as belt keepers. **NO CROSS DRAW OR SHOULDER HOLSTERS PERMITTED**.
4. The department will provide 9MM, 40 S&W and 38 calibers for the test. You will provide 45 or 357 calibers; ammunition must be factory manufactured, no RELOADS permitted.

When you arrive at the Sheriff's Administration Center, your weapon should be stored in your trunk, unloaded and in it's holster.

### **RANGE INSTRUCTIONS:**

**Arrive at the range with your duty leather on and your UNLOADED handgun holstered.** Remain holstered at all times when not testing.

An inspection of your personally supplied ammunition and handgun will occur prior to the test.

### **TEST:**

18 total cartridges

Maximum score: 90

Minimum score: 63

Scored as: Pass/Fail

Two attempts permitted

### **Course of fire:**

15 yards:	(6) rounds	Two hand sight shooting	15 seconds
10 yards:	(3) rounds	Two hand sight shooting	06 seconds
10 yards:	(3) rounds	Two hand sight shooting	06 seconds
05 yards:	(2) rounds	Right hand - point	05 seconds
05 yards:	(2) rounds	Two hand - point	04 seconds
05 yards:	(2) rounds	Left hand - point	05 seconds

## DEPUTY SHERIFF PAY SCALE, BENEFITS AND BONUS PAY

Step One is not in effect for the Deputy Sheriff classification. Deputy Sheriffs (Lateral) will begin at step two.

Classification Title	2 <sup>nd</sup> Step	3 <sup>rd</sup> Step	4 <sup>th</sup> Step	5 <sup>th</sup> Step	6 <sup>th</sup> Step	7 <sup>th</sup> Step	8 <sup>th</sup> Step
Deputy Sheriff with Basic P.O.S.T.	\$19.14 \$42,299	\$20.47 \$45,238	\$21.49 \$47,492	\$22.56 \$49,857	\$23.69 \$52,354	\$24.88 \$54,984	\$27.37 \$60,487
Deputy Sheriff with Intermediate P.O.S.T. (+ 5% on base pay)	\$20.09 \$44,398	\$21.49 \$47,492	\$22.57 \$49,879	\$23.69 \$52,354	\$24.88 \$54,984	\$26.12 \$57,725	\$28.73 \$63,493
Deputy Sheriff with Advanced P.O.S.T. (7 ½% on base pay)	\$20.57 \$45,459	\$22.01 \$48,642	\$23.10 \$51,051	\$24.25 \$53,592	\$25.47 \$56,288	\$26.74 \$59,095	\$29.42 \$65,018

Deputy Sheriff steps two through eight are based on a 42.5 hour-work week. Generally, it takes 5 1/2 years from step 2 to step 8.

\*\*Pay Scale above is approximate and reflects the hourly and annual salary for each step.

### **BENEFITS**

Health Insurance	County paid and employee paid
Sick Leave	13 days per year, unlimited accumulation
Vacation	10 days after the first year 15 days after five years 20 days after fifteen years
Holidays	13 paid per year
Retirement	3% @ 50 after 10 years
Life Insurance	\$5,000 At no cost to employee
Overtime	Paid at time and a half
Uniform Allowance	\$450.00 initial; \$725.00 after one year of service

### **BONUSES - FOR THE FOLLOWING SPECIALIZED SKILLS/FUNCTIONS**

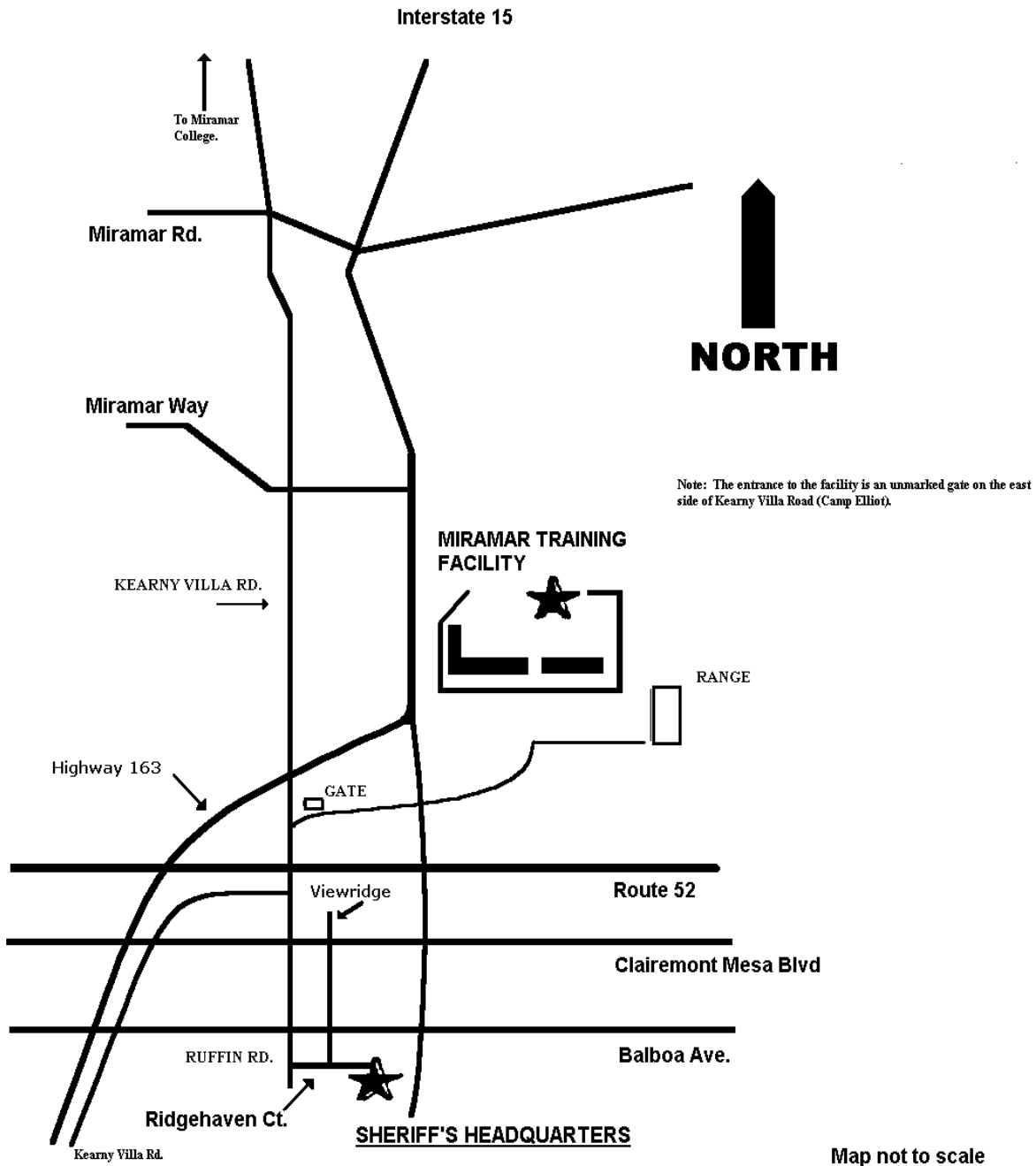
Rural Deputy	10% additional
Helicopter Observer Deputy	\$56.10/biweekly
Helicopter Pilot Deputy	\$166.60/biweekly
Bilingual	\$32.20/biweekly
Detective	5% additional
Motorcycle Deputy	7.5 % additional
Prisoner Transportation Deputy	3% additional
Canine Handler Deputy	\$6.00 per dog, per day paid quarterly
Training Officer	\$45.00/biweekly
Corporal	5% additional

### **EQUIPMENT PROVIDED**

Leather gear, 5-cell flashlight, riot helmet, baton, handcuffs, soft body armor, duty weapon, rain gear, P.A.M. mask, patrol bag and radio.

# **SAN DIEGO SHERIFF'S DEPARTMENT**

Directions to the Miramar Training Facility ("A" Range), from the Sheriff's Administration Center



All applicants must pre-register, by either calling (858) 974-2159 or e-mailing [recruit@sdsheriff.org](mailto:recruit@sdsheriff.org).

On the day of the test, applicants will meet at Sheriff's Administration, 9621 Ridgehaven Court, San Diego, CA 92123, at 0700 hours. At the Sheriff's Administration we will complete and review paperwork and certification. We will then caravan to the range for the qualification shoot. Following the qualification shoot, we will caravan to Miramar College for the Physical Agilities Test. Generally the entire test is completed by 1200-1300 hours.

In the event of rain, the test will be cancelled. Contact Recruiters using the phone number or email listed above for further information.